

How to Use the #4 & #6 Residual Fuel Statewide Contract

Contract #: ENE39	Contract Duration: 11/01/13 – 10/31/16
MMARS #: ENE39	Options to renew: None
Contract Manager: Maureen Barends 617-720-3155 maureen.barends@state.ma.us	
UNSPSC Code: 15-10-17-02	
Last change date: 10/13/2015	

Contract Summary

This contract is for the purchase and delivery of #4-0.5%, #4-1.0%, #6-0.5% and #6-1.0% Residual Fuel and has been awarded on an account by account basis. This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See pricing and purchase details below.

New Entities wishing to join this contract must contact Strategic Sourcing Lead prior to October to be included in the upcoming heating season and must remain with the vendor for the duration of the heating season (Oct-Mar). Vendors have been directed to request this commitment in writing. After October, new entities are added at the discretion of the vendor.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors
- Prompt Pay Discount

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required; and
09. Other entities when designated in writing by the State Purchasing Agent.

How to Use the Contract

This contract has been awarded to accounts which participated in the Request for Response. There are limited Residual Fuel accounts. New entities wishing to join this contract must contact the Strategic Sourcing Lead and will require negotiation with the awarded vendors regarding differential pricing prior to fuel delivery.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details:

The Residual Fuel is to be priced at a fixed differential price which is applied to the low wholesale Boston Price as published daily in the Journal of Commerce.

Pricing of residual fuel is calculated as:

Residual Fuel Pricing

Applicable Residual Fuel Commodity Price + Applicable Differential Price = Total Price

(Additional taxes and federal environmental fees to be billed as separate line items on invoices)

Verifying the Commodity Price:

The Procedure for verifying the Daily Commodity Price on COMMBUYS is as follows:

- Go to www.commbuys.com
- Click on "Contract & Bid Search" on the log-in page
- Click the radio button for Contracts/Blankets
- In the Contract/Blanket Description field, type in ENEFY16 Daily Pricing Index
- Then click "Find It" (note: hitting Enter won't work, you have to click Find It)
- Under attachments open the file for the date you would like to view

The Less Than Truckload Differential (LTL) pricing is applicable for all deliveries under 8,000 gallons. The Truckload Differential (TL) pricing is applicable for deliveries of 8,000 gallons or more.

Residual Fuel Account Differential Pricing:

Group I Sites - Global	Vendor	Prompt Pay Discount (PPD)	Fuel Type	Differential Price
Tewksbury Hospital	Global	0.25% - 10 d	No.6 – 0.5%	-\$3.5500
DDS Fernald Center	Global	0.25% - 10 d	No. 6 – 0.5%	-\$3.5500
Mass Hospital School	Global	0.25% - 10 d	No. 6 – 0.5%	-\$3.5500
Somerville High School	Global	0.25% - 10 d	No.4 – 0.5%	-\$3.5500
Bristol County	Global	0.25% - 10 d	No.4 – 1.0%	-\$3.5500
New Bedford City Hall	Global	0.25% - 10 d	No.4 – 1.0%	-\$3.5500

Group II Sites - Sprague	Vendor	Prompt Pay Discount (PPD)	Fuel Type	Differential Price
DOC Framingham	Sprague	1.0% - 10 d	No.6 – 0.5%	-\$7.2116
State Police Academy	Sprague	1.0% - 10 d	No.4 – 0.5%	-\$6.6324
DCAM Surplus Property	Sprague	1.0% - 10 d	No.4 – 1.0%	-\$9.4043
Fitchburg State	Sprague	1.0% - 10 d	No.6 – 0.5%	-\$5.9088
DOC-NCCI	Sprague	1.0% - 10 d	No.6 – 1.0%	-\$8.3766

Applicable Taxes/Fees:

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- Federal Oil Spill Liability Trust Fund (OSLTF): (\$.08 per barrel) (\$.0019 per gallon)
- Federal Leaking Underground Storage Tank (LUST)-except #6 : (\$.042 per barrel) (\$.001 per gallon)
- Massachusetts Uniform Oil Response Fee: (\$.05 per barrel) (\$.00119 per gallon)

Vendor List and Contract information

Vendor Contact Information

Pricing Group I

Company: Global Montello Group, LLC
Address: 800 South Street, Waltham, MA 02254
Contact: Christina Fortin
Phone-Business Hours: (781) 398-4338
Phone-After Hours: (617) 660-1100
Fax: (781) 398-9213
E-mail: cfortin@globalp.com

Pricing Group II

Company: Sprague Energy Corporation
Address: Two International Drive, Suite 200, Portsmouth, NH 03801
Contact: Burr Mosher
Phone-Business Hours: (914) 328-6726
Phone-After Hours: (877) 689-1880
Fax: (914) 328-6721
E-mail: bmosher@spragueenergy.com

Summary of Where to Obtain Important Contract Information

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There are five vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) differential prices are located on the description for each line item identified with the Master Blanket Purchase Order.

How to place an order

Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function.

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the [RPA Release Job Aid](#) located at Job Aids for Purchasers when entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the "Items" Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the "Items tab."
2. In the "Items" tab Search field, type in the following to get the items: contract description ("ENE39"), and the vendor name.
3. Select the appropriate catalog line; two lines should be added, tax line and gallon line.
4. In the line for the barrel, enter the total barrels received in the Quantity and the total price in the Unit Price. **The total price should not include taxes.**
5. In the line for taxes, enter 1 in the Quantity and enter the total amount of taxes in the unit price.
6. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
7. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the "Attachments" section.
8. The final invoice amount should match the Release Requisition total on the Summary tab.

Enter only one invoice per Release Requisition.

Where to find complete ENE39 contract information on COMMBUYS

If full statewide contracts details are required please refer to ENE39 files listed under the Conversion C162692-vCurrent link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specification.